12.4 OTHER SUBSEQUENT REPORT CONSIDERATIONS

12.4.1 NO ACCESS

When the customer calls to generate a subsequent report and the original (pending) report has been No Accessed, TAFI will prompt for an answer to the question "Is Access Available?". This will prompt you to establish a specific appointment window for the technician to return and clear the trouble. (We want to avoid another no access situation.) The No Access reason, provided by the repairman, will be displayed so that you can inform the customer of the reason for the delay, when appropriate.

12.4.2 **OVERRIDE**

If you determine that a special update is necessary, you should depress the F12 key to access the Sub Override or Limited Sub Override Menu (F12). TAFI determines automatically which is the appropriate override menu to display when you depress F12. (The Limited Sub Override appears if you are on the Trouble Report screen and the disposition of the report has been determined.) The only difference between the two is the Limited Sub Override does not allow you to use the Escalation flow. The reason for the escalation will be entered in the narrative and TAFI will automatically select the correct routing when you use this escalation override option.

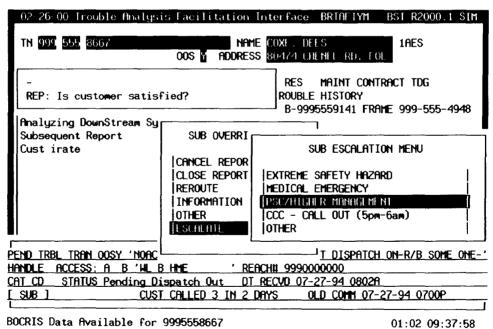


Figure 112 - Sub Escalation Menu

Selecting the ESCALATE option on the SUB OVERRIDE menu will display the SUB ESCALATION menu.

Selection of any one of these options will take you through an escalation flow. It also adds a message to the narrative on the final trouble report screen.

12.4.3 **IRATE**

In customer irate and emergency situations, handle the contact as you have been trained and then notify your Assistant Manager so he/she is aware of the situation. Remember your customer contact skills training and pay particular attention to irate customers.

12.4.4 CATEGORY OF REPORT

On a subsequent report, the category of report is coded CX with one exception. If the pending report is coded EO and the customer is now reporting the trouble, the report must be coded CD. (The first customer report is always categorized CD.)

In a case where the initial report was a BST employee originated report (i.e., proactive maintenance on the line), TAFI will process the subsequent as though it was an original and should be discussed with the customer likewise. (i.e., The customer most likely does not know that an employee has already reported the problem for him.)

12.4.5 OTHER SUBSEQUENT TIPS

- TAFI will recognize cable and central office failures for special handling. If the subsequent is not related to the cable failure, you will be requested to refer the trouble to the local WMC.
- Denials and suspension of service occurring after the original report has been routed, depending on the status of the report, must be on-line transferred to the Business Office.
 You may either leave the report in its original status or exclude the report.

SUPERVISOR FUNCTIONS

13

Individuals with Supervisor authority in their TAFI profile are given certain tools to help them manage the business.

13.1 MANAGING TAFI QUEUES

A key to successfully managing a call receipt environment is knowing (and reacting to) the status of the work being performed. One of the TAFI advantages is the ability to perform work (MLT testing, MARCH transactions, etc.) on one or more customer's trouble(s) while the user is attending to another customer's needs. Reports that require this background activity are placed in the user's work queue thereby freeing the screen for handling the next opportunity.

As the user completes a trouble report (i.e., sends the close out window information to LMOS), the system displays the contents of the user's queue prior to presenting the initial trouble entry window. Supervisors can also monitor these user queues and perform certain functions to redistribute the work if necessary.

Failing to MANAGE the TAFI queued reports will result in inefficient operation

To monitor the TAFI work queue, the supervisor logs into the system and, at the initial trouble entry window, depresses function key F-49.

Note: each CLEC will get one training ID that has supervisor privilege and seven 'user' ID's. In the current arrangement, the Supervisor ID is 'simuser'; password = train1.

	TAFI II		GROUP	10			
USER	TN	NOTE	STATUS	DATE REC	EIVED	NEW COMM	TMENT
udi trn0	5022446666		Ready	07-23-99	1108A	HOHE	
nettrn1	8509947174		Ready	10-05-99	1051A	NONE	
suptrn1	3057408123		Ready	05-31-00	0317P	NONE	
suptrn2	3059495583		Ready	06-08-00	0219P	HOME	
suptrn1	9995551111		Ready	05-24-00	0950A	HOME	
hpctrn3	9995559898		TEST	04-04-00	0834A	06-10-94	0500P
hpctrn7	9995556060		Ready	05-01-00	0203P	HOHE	
suptrn2	3057526239		Ready	06-08-00	0232P	NONE	
suptrn3	9995551113		Ready	05-19-00	0936A	HONE	
suptrn4	9995551144		Ready	05-18-00	1136A	06-10-94	0500P
suptrn7	9995551117		Ready	05-19-00	0938A	06-10-94	0500P
		7					
Z up_		Breassig <u>n</u>	sort(cui		•	l .	

07:13:37

Figure 113 - Queue Management Window

The display will show all of the queued reports for users in this CLEC's group (i.e., in this example, the system administrator was able to display all queued reports on the training system to illustrate the new options of Sort CUID and Sort Comm).

The CLEC TAFI system limits the CLEC Supervisor to just viewing users in his company (i.e., he/she can not alter the value in the Group-ID field which contains the CLEC's OCN value).

13.2 THINGS TO LOOK FOR WHEN REVIEWING QUEUED REPORTS:

- 1. The length of time that a report has been in the work queue. Depending upon the volume of incoming calls, and assuming access to legacy systems are working as expected, some reports may be in queue for 30 to 45 minutes. (If a legacy system is down, queue time would be longer ... and that would be expected.)
- 2. The supervisor must compare the new commitment time to the current time and take appropriate action to ensure that commitments to the customer will be met.

- 3. Does a specific user have an inordinate number of reports in the queue compared to other users. The supervisor should review the situation with the user and make arrangements to work the queued reports in a timely manner.
- 4. Are all of the users with queued reports still on duty? (i.e., Did someone log off and go home with reports still in queue?) The user's are responsible for managing their individual queued reports and must notify their supervisor to reassign reports to other users if they can not complete the work during their tour.

13.3 **REASSIGNING QUEUED REPORTS**

To reassign a specific report to another user:

- 1. The supervisor places the selection bar on the target report (using the F-2 / F-3 function keys) and then depresses function key F-5 (reassign).
- 2. The system responds by displaying a list of active users on the processor (for his/her company).

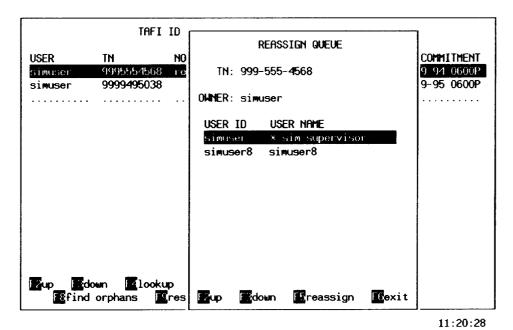
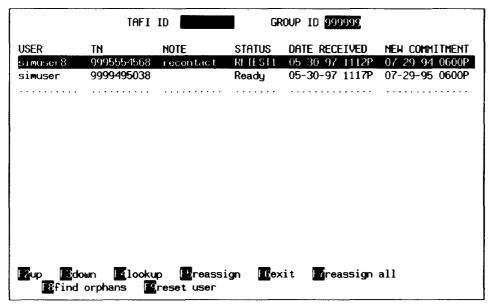


Figure 114 - Reassigning Queued Reports

3. The supervisor identifies the user to receive the queued report by highlighting their name with the selection bar (F-2/F-3).

4. Depressing function key F-5 (reassign) will transfer the target report to the new user's work queue. (The next time the new user completes a TAFI report, the system will display the contents of their work queue and they will see the new report.) The system will close the active users display window and return the supervisor to the queued reports display window.



TEST Results Requested for 9995554568

11:20:53

Figure 115 - Reassigned Queued Report

In specific circumstances, the supervisor may wish to reassign all of the reports displayed on the queued reports window to another user. Typically this would be done when a given user has to leave for the day and they have several reports in their work queue.

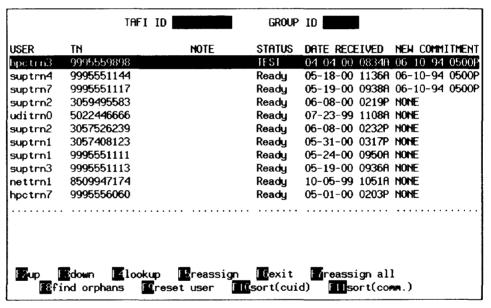
To reassign a group of reports to another user:

- 1. Display the target group of reports to be reassigned to another user.
 - If the target group is for a specific user, enter the user's CUID in the TAFI ID field (blank out the GROUP ID field) and depress function key F-4.
- 2. Depress function key F-7 (reassign all).
- 3. Follow steps 2 through 4 listed above.

13.3.4 SORTING QUEUED REPORTS

In reassigning queued reports, two criteria may be considered: (1) how much time is available before missing the commitment time to the customer and (2) which user has placed reports in the TAFI queue. To assist the supervisor in making some determinations about the reports queued for his company, TAFI now provides the ability to sort the queued reports list by either Commitment Time (comm) or User ID (cuid).

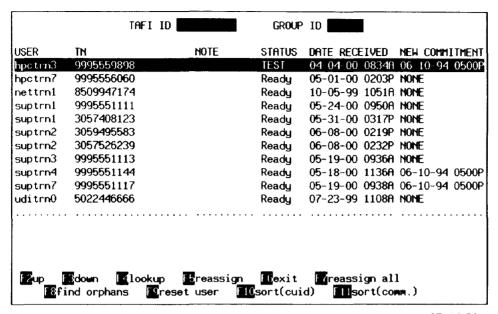
Once the supervisor has obtained the Queued Reports screen (see Figure 113) he can sort the report by commitment time by depressing F11.



07:15:19

Figure 116 - Queued Reports Sorted by Commitment

Perhaps a given user has left for the day and the supervisor wishes to reassign all of the queued report for that individual to someone else. To quickly see which reports belong to an individual user, the Supervisor depresses F10 (once he has the initial report) as shown in Figure 117.



07:14:36

Figure 117 - Queued Reports Sorted by User

13.4 **OTHER OPTIONS**

The earlier TAFI versions did not permit users to log off with reports in their queue and ungraceful disconnects generated orphaned reports (the association with a given user was lost). This has been corrected over time and the **Find Orphans** option no longer has meaning.

In a similar evolution, the **Reset Users** option has been replaced with an automatic process to kill off old sessions.

14 DLEC TAFI

For this discussion and TAFI utilization a DLEC (Data Local Exchange Carrier) is defined as a special case CLEC that provides High Speed data communications to a BellSouth end-user over that end-user's telephone line <u>via the Line Sharing (LS) technique</u>. The distinction is that BellSouth 'owns' the voice customer and the DLEC shares the voice facility to deliver High Speed data communications.

Since, by definition, the DLEC is only providing Line Share Data (LSD) communications to a BellSouth end-user their capabilities in TAFI are limited to:

- 1. Entering a Line Share Data trouble report
- 2. Modifying an existing Line Share Data report
- 3. Obtaining a MLT test
- 4. Viewing Trouble History data
- 5. Requesting a Vendor Meet

TAFI was modified to provide this specific use (i.e., DLECs can only process Line Share Data trouble reports) functionality via a series of questions in a single flow as opposed to providing options via the main menu approach.

14.1 ASSUMPTIONS

The successful use of DLEC TAFI is based upon the following assumptions:

- The DLEC user will have and maintain a unique TAFI user_id for processing Line Sharing
 Data trouble reports. Specifically, should a traditional CLEC expand their offerings to
 include LSD (or visa-versa), then the CLEC's TAFI users would have two unique user_ids:

 one to process non-designed voice trouble reports (as described in previous sections of
 this document) and (2) one to process LSD reports.
- 2. LSD trouble reports are entered into LMOS on the end-users telephone number. Many DLECs track their activity by circuit_id (as opposed to telephone number). The DLEC must know and enter the end-user's area code along with the circuit_id in order for TAFI to find the corresponding telephone number. (Note: the DLEC could enter the LSD report by entering the end-user's telephone number directly.)

3. Per the agreed to maintenance process a problem with the end-user's voice service may negatively impact his LSD communications and resolving the voice trouble condition is the priority of the overall repair process. The DLEC will instruct his LSD customer to report any problems with the voice service to his local service provider (BellSouth) and then, once repaired, determine if the LSD is still in trouble or not.

14.2 GETTING STARTED

As indicated above, DLECs have limited capabilities in TAFI and much of the information provided earlier in this document does not apply.

The information provided in Section 4.2 (Accessing TAFI) applies to DLEC users with the exception of Section 4.2.4 (User Validation). The DLEC OCN value is found in the Customer Service Record (CSR) behind the UNN1 FID. As described in Section 4.3, DLECs also have access to the Back-Up CLEC TAFI processor.

How to log into and out of the CLEC TAFI processor, along with screen layout information provided in Sections 5 through Section 5.3 also apply to the DLEC user.

14.3 DLEC TROUBLE ENTRY SCREEN

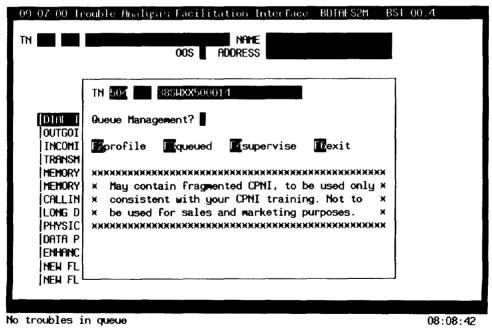


Figure 118 - Initial Report Using the Line Sharing Circuit_ID

To enter an LSD trouble report, the DLEC must enter the end-user's area code, tab past the NNX field, enter the associated circuit_id value as shown in the figure above, and then depress the Enter key.

DLEC TAFI examines the end-user's CSR to determine if Line Sharing is present and, if it is, does the DLEC using TAFI own the Line Sharing service. If DLEC TAFI does not find LS on the CSR, the following message is returned:

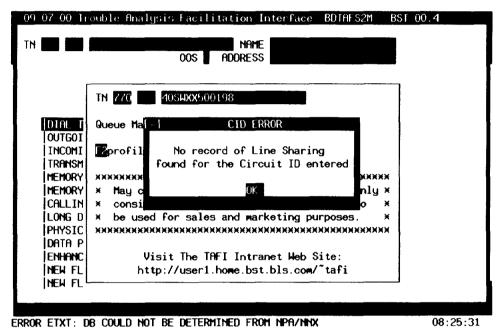


Figure 119 - No Record of LS Found Message

⇒ **Note:** TAFI provides information to the user in several places on the screen. In addition to the Status Line message (Error ...) DLEC TAFI displays a message in what's called a "Message Window" (a heavy line surrounding text). When a message window is displayed, all processing is halted until the user acknowledges the message by depressing the Enter key (see Section 5.4.3). Depressing the Enter key here will return the user to the Initial Trouble Entry Window (ITEW) to process the next report (or log off).

This message could occur for several reasons:

- 1. The circuit_id entered was entered incorrectly or was not for LS
- 2. The LS order just completed and the down stream systems (LMOS and CRIS) have not been updated with the new information.

The DLEC would verify that the circuit_id entered was correct. If not, re-enter. If it was correct, the DLEC can continue processing the report by entering the end-user's telephone number.

⇒ Note: DLEC TAFI generates an LSD trouble report on the end-user's telephone number. In LMOS, the LS circuit_id is stored as a SLID (Secondary Line ID) for the associated telephone number. By entering the telephone number directly, DLEC TAFI can see if there are any pending Service Orders (SO) which may include LS. If DLEC TAFI finds a SO that was due today (or past due) and the order is not in a jeopardy status and LS was on the order and the DLEC using TAFI is the owner ... the DLEC can continue to enter the report. For this reason, DLECs may choose to enter all LSD trouble reports using the end-user's telephone number initially.

If the DLEC attempts to process a report and he is <u>not the 'owner'</u> of the LS service, DLEC TAFI will return the following message:

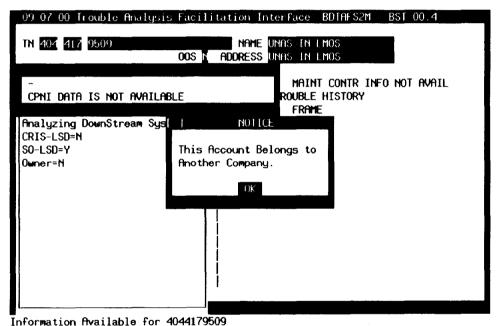


Figure 120 – Line Sharing Belongs to Another DLEC Message

Depressing the Enter key here will return the DLEC to the ITEW so he can enter the next report (or log off). If no LS indication was found when the DLEC entered the telephone number a message similar to Figure 119 – No Record of LS Found Message would be displayed without the circuit_id reference.

⇒ **Note:** If the DLEC is sure of the end-user's telephone number and DLEC TAFI continues to return an error message, the DLEC must call the UNE Center for resolution.

When DLEC TAFI finds a match (DLEC owns the LS service on the record), the processing flow continues. DLEC TAFI will provide a message window indicating the CPNI status for the end user (as shown below). The DLEC user must follow his company's rules in dealing with CPNI data ... and this message merely reminds the DLEC. After reading this message, the DLEC depresses the Enter key to continue.

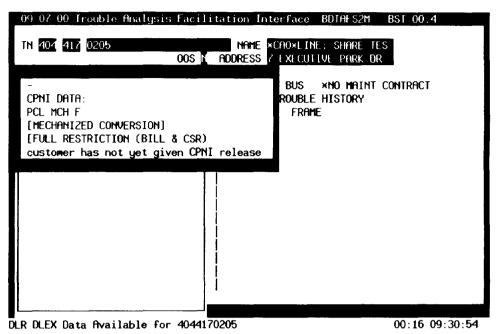


Figure 121 - CPNI Message Window

14.4 DLEC PROCESSING FLOW

The DLEC is a 'captive user' in TAFI and can only process transactions associated with LSD. Therefore, instead of multiple menu options, the DLEC is guided through a series of flow questions in order to generate the expected outcome. These questions are presented in a Query Window (see Section 5.4.2) that requires a Y/N response from the DLEC.

14.4.1 **VENDOR MEET**

The first question in the flow (see the figure below) allows the DLEC to request a vendor meet (i.e., arrange for a BellSouth technician to meet with the DLEC's technician to resolve a specific problem). If the DLEC does not require a Vendor Meet, depress "N" and DLEC TAFI will display the next question in the flow.

⇒ **Note:** In most cases the answer to this question will be "N".

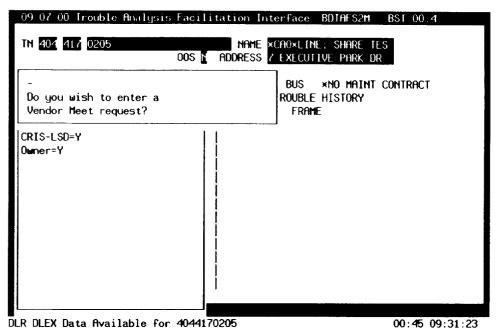


Figure 122 - Vendor Meet Question

Should the DLEC require a Vendor Meet, answering "Y" to the question above will automatically generate the Trouble Report Screen shown below.

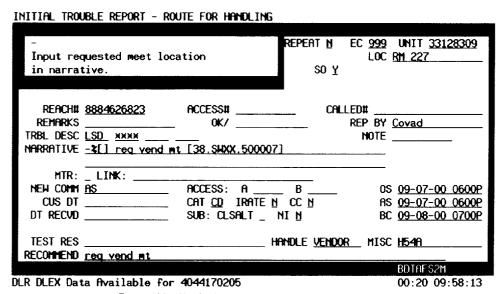


Figure 123 - Vendor Meet Requested Trouble Report Screen

Notice that DLEC TAFI provides a Message Window in the upper left-hand corner of the screen advising the user to enter meet location in the Narrative line. Depress the Enter key to clear the

message window and then use the cursor positioning keys to place the cursor at the end of the narrative information and then begin typing. Before sending this report the DLEC must:

1. Move the cursor to the NEW COMM field and enter the date and time of the desired meeting (over typing the default entry). For example, the OS (Out of Service) commitment time in the sample above is September 7, 2000 at 6 PM. Assume that the vendor meet was requested for 3 PM on September 7, the user would enter

09-07-00 0300P

- 2. Next move the cursor to the "B" field and enter the desired time again i.e., 0300P
- 3. Depress the Enter key to send the report. DLEC TAFI will then return the user to the ITEW for the next report.

14.4.2 TROUBLE HISTORY

In some cases the DLEC may wish to view the trouble history data for the end-user's line. Answering "Y" to the following query window will retrieve the LMOS DLETH (extended trouble history) for viewing.

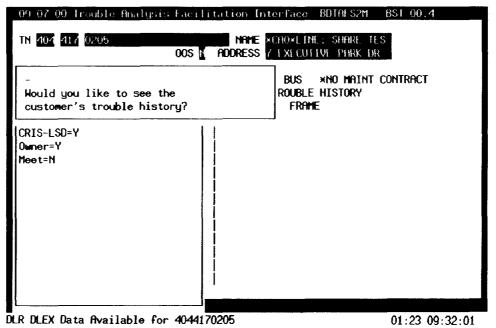


Figure 124 - Trouble History Request Question

In most cases the DLEC would answer "N" which generates the next question in the trouble report flow. However, should the DLEC answer this question with a "Y", TAFI will retrieve the DLETH trouble history for the line and display it as shown below:

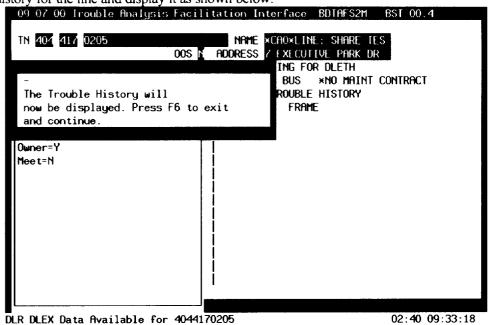
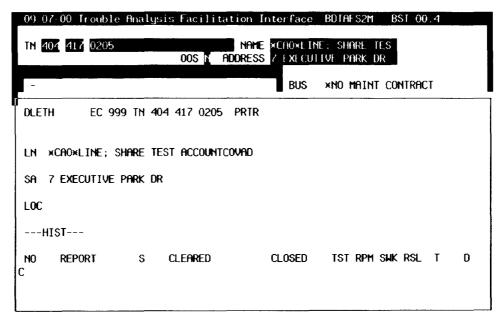


Figure 125 - DLETH Trouble History Data now Available

After a short period of time, DLEC TAFI will display the status line message "DLR DLEX Data Available for ...". The message window appears informing the user that the Trouble History will be displayed (as soon as the DLEC hits enter to clear the message window).



Trouble History (DLETH) Data Available for 4044170205 03:00 09:33:38

Figure 126 - Displaying the DLETH (Trouble History)

Once the DLEC has viewed the trouble history data, the user will depress the F6 function key to return to the next step in the maintenance flow.

⇒ **Note:** depressing the page up/down keys while the trouble history is displayed, will allow the user to scroll through the report.

14.4.3 VOICE TROUBLE POSSIBILITY

At this point in the DLEC maintenance flow the system asks if the end-user is experiencing problems with his voice service:

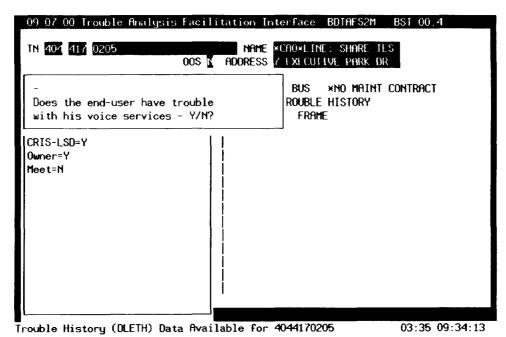


Figure 127 - Verifying the Absents of a Voice Trouble

Since the DLEC is sharing the line with the end-user's voice service, any problems with the voice service could impact the LSD. Should the end-user indicate to the DLEC that they do have a voice problem, TAFI provides the following information:

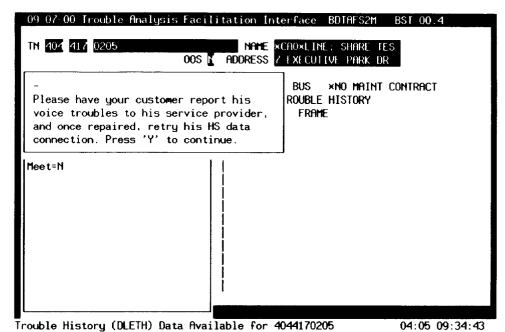


Figure 128 – Customer Routed to his Voice Vendor to Report the Problems

Acknowledging this query window (by depressing Y), TAFI will cancel the report and then bring the user to the ITEW.

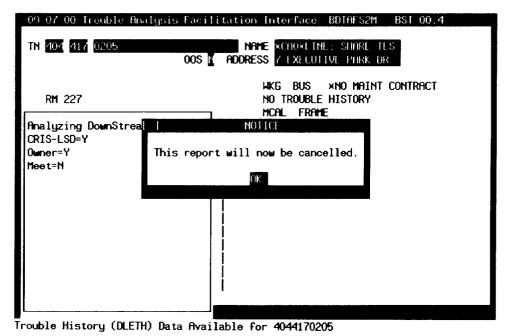


Figure 129 - Automatic Report Cancellation

14.4.4 RUNNING AN MLT TEST

If the end-user tells the DLEC that they are not experiencing voice troubles (answered the question in Figure 127 with a "N") then TAFI will automatically run a MLT test on the line.

⇒ **Note:** Since the end-user is reporting problems with his LSD to the DLEC, running the MLT test will not hurt his data transmission.

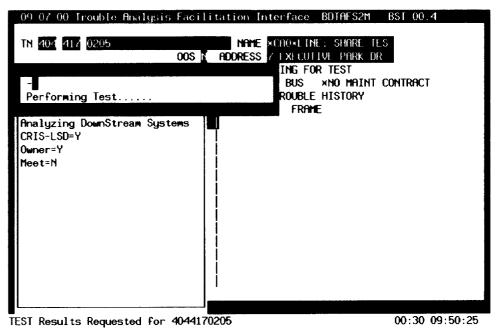
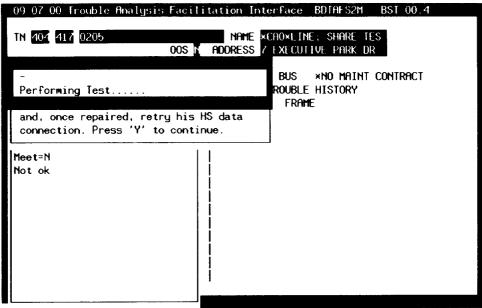


Figure 130 - DLEC TAFI Initiating a MLT Test

Notice that the status line indicates that the MLT test has been initiated. Also, depending upon a number of variables, it could take several minutes before the results are complete. The status line in the figure below indicates that the test results are now available.



TEST Results Available for 4044170205

01:17 09:51:12

Figure 131 - MLT Results Returned

Although the end-user indicated that his voice service was working fine, the MLT test results found a voice-related problem.

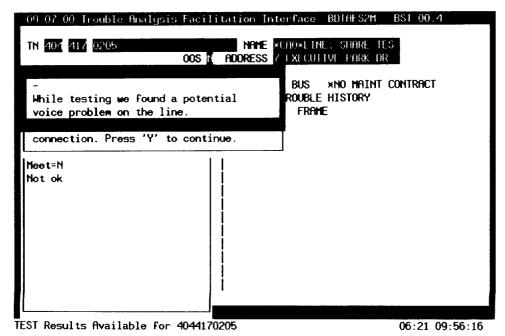


Figure 132 – TAFI Found Voice Level Trouble

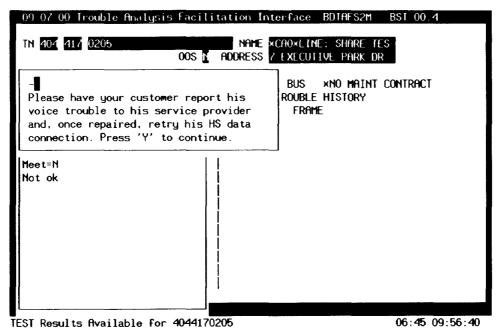


Figure 133 – Refer Customer to his Service Provider

In this situation, the DLEC can not enter an LSD trouble report because a voice level trouble condition was detected. TAFI prompts the DLEC to tell his customer to report his voice level trouble to his voice provider. TAFI will cancel this report as shown below:

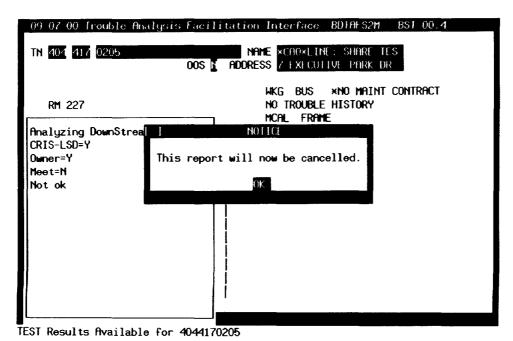


Figure 134 DLEC TAFI Cancels Report Due to Finding a Problem

14.4.5 OBTAINING TEST RESULTS

When the end-user does not have a testable trouble condition, TAFI will allow the DLEC user access to the MLT test results. In the following example the MLT tested OK:

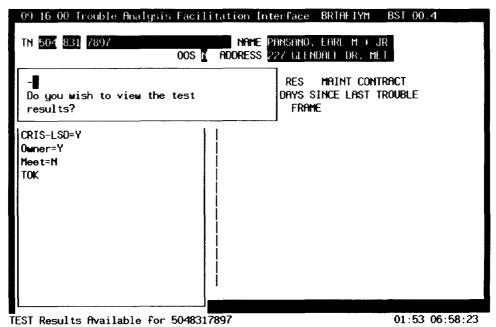
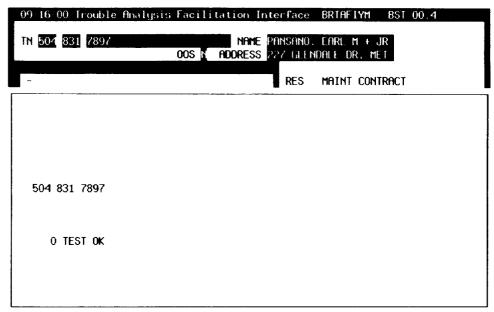


Figure 135 – Allowing DLEC to View Test Results

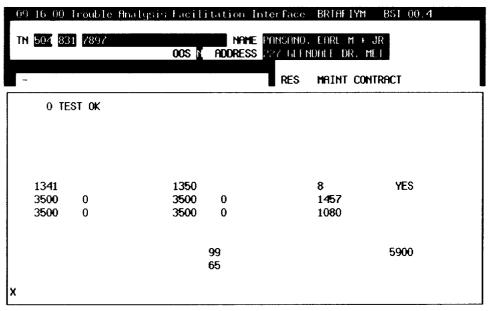
At this point the DLEC could answer "N" and TAFI will generate a trouble report, etc. However, by answering "Y" to this question the DLEC can view the actual MLT results. The first screen shows the summary data (i.e., VER 0). By depressing the page down key, the user can see the raw test result values.



TEST Results Available for 5048317897

02:12 06:58:42

Figure 136 - Summary Test Results



TEST Results Available for 5048317897

02:29 06:58:59

Figure 137 – Raw MLT Test Data

After viewing the test results, the DLEC will depress F6 to complete the trouble report.

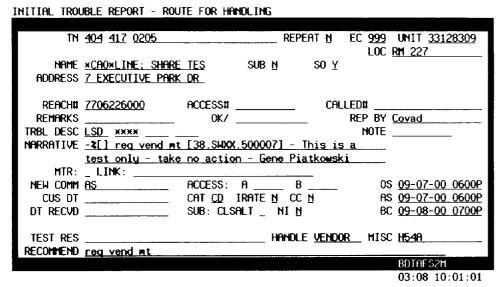


Figure 138 - Trouble Entry Screen

This screen provides a last chance to review information before it is sent to LMOS.

The REACH# field must contains the DLEC's maintenance telephone number (where BellSouth technicians call to close the report with the customer. This value is automatically populated from TAFI's internal table for the given DLEC. If this number is not correct (i.e., the DLEC may have multiple centers, etc.) the user can mover the cursor to this field and type in the correct value.

The name of the DLEC user (i.e., Bob Smith, Mary Jones, etc.) must be entered in the REP BY field (and not the company name as shown above).

The Commitment Time (or appointment time) is found in the NEW COMM field. In this example, the problem will be resolved by 6PM on 9/7/00.

Depressing the Enter key at this point will generate an LMOS trouble report.

14.4.6 SUBSEQUENT REPORT PROCESSING

Once the DLEC has entered an LSD report, he may wish to (a) check the status of the report, (b) add information to the report or (c) close the report because the root of the problem was identified outside of BellSouth's domain.

The DLEC will enter the circuit_id or end-users telephone number. When TAFI goes to LMOS as part of the report generation process, TAFI sees than a trouble report already exists for the number. TAFI will then check to see if the trouble type is equal too LSD. If it isn't, then TAFI will return a message indicating "A voice report exists for this line. Please have your customer check his High Speed (HS) data connections after the voice problem is corrected."

After displaying this message for ten seconds, TAFI will then cancel the DLECs TAFI entry and return to the ITEW.

If the trouble type on the pending report is LSD, TAFI will then confirm 'ownership'. If the user is not the owner, TAFI will display a message stating the "This account belongs to another company" for ten seconds and they will automatically cancel the TAFI transaction.

If the DLEC is the owner of the LSD report, TAFI will then display:

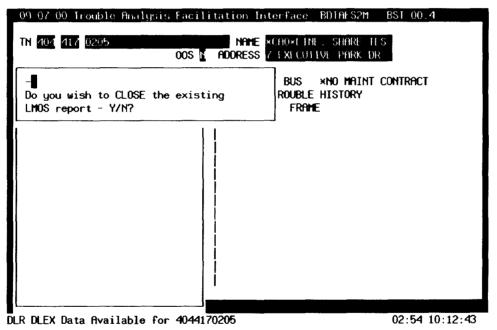
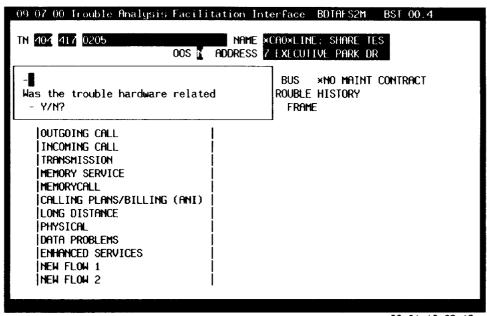


Figure 139 - DLEC Subsequent Report

If the DLEC answers "Y", TAFI will prompt for more information in order to close the report to the correct value.



00:21 10:23:13

Figure 140 - Hardware Closeout Question

If the DLEC answers "Y", then TAFI will close the report to "DLEC cleared Hardware Trouble" and if the answer is "N" TAFI will close the report to "DLEC reported Trouble Came Clear".

⇒ **Note:** If the pending trouble report is in a 'Dispatched' status, TAFI can not close the report but can only make a narrative update to communicate with the dispatched technician that the problem is resolved.

If the DLEC answered "N" to the question in Figure 139 (the user does not wish to close the existing report), TAFI then provides the opportunity for the user to update the ticket.

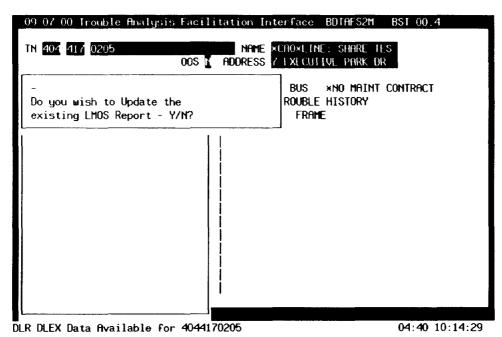


Figure 141 - Update Subsequent Report Question

If the DLEC answers "Y", TAFI will display the trouble report screen and the user can provide additional narrative information. If the DLEC answers "N", TAFI will cancel the transaction and return the user to the ITEW.